

25X1A

Approved For Release 2001/08/07 : CIA-RDP78-07181R000200030038-3

PREPARED BY: [REDACTED]		DATE PREP: 18 Sep 70		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE				HRS-FORM 2							
DATE SUBMITTED FOR REVIEW:				Page 1 of 5											
REVIEWED BY:		DATE REVIEW:													
SYSTEM: STAFFING															
PROJECT: STAFFING				TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY		ASSIGNED PERSONNEL	
Phase : DESIGN															
TASK DEFINITION				SA P		ESTM ACT		SCHED. ACT.		SCHED. ACT.					
4.0 Design Phase				X		1		18 Sept.		18 Sept.		[REDACTED]		25X1A	
1. Research documentation and estimate necessary man-hours to complete Steps 4.0, 4.1, 4.3 and 4.4 of the STAFFING project.															
2. Prepare Form 930 - Computer Services Request) and also Task Schedule and Estimate Forms HRS 1 & 2.															

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SYSTEM: STAFFING																	
PROJECT: STAFFING				TYPE		MAN DAYS		START		COMPLETE		TASK		RESPONSI-		ASSIGNED	
Phase : DESIGN						TO						BILITY		PERSONNEL			
TASK DEFINITION				SA P		COMPLETE		SCHED.		ACT.		SCHED.		ACT.			
						ESTM											
4.1 Design System Network				X				19 Sep 70				15 Oct 70				[REDACTED]	
A. Functional System Chart						2										25X1A	
B. Field Reference Control Sheet						1											
C. Conditional Control Matrix Sheet						5											
D. Conditional Control Memo Sheet						2											
E. Detailed Flowchart						18											

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SYSTEM: STAFFING															
PROJECT: STAFFING															
Phase : DESIGN															
TASK DEFINITION				TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSI- BILITY		ASSIGNED PERSONNEL	
				SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.				
4.3 Design Reports				X				16 Oct 70		27 Nov 70		[REDACTED]		25X1A	
Prepare basic specifications and layout for 34 different reports associated with the STAFFING project.															
The following indicates time periods for the various categories of reports:															
19 reports to be modified @ 4 hrs each (report layout sheet)						9 1/2									
2 reports to be continued as is @ 4hrs each (report layout sheet)						1									
Position Control Register (analysis, forms, & report layout sheet)						20									
Organization Code List (form & report layout sheet)						1									
T/O Change Edit Report (form & report layout sheet)						1									
T/O Change Edit Error Report (form & report layout sheet)						1									

PREPARED BY: [REDACTED] DATE
PREP 18 Sep 70

HUMAN RESOURCES SYSTEMS
TASK SCHEDULE & ESTIMATE

HRS-FORM 2

DATE SUBMITTED FOR REVIEW:

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REVIEWED BY: DATE
REVIEW:

SYSTEM: STAFFING

PROJECT: STAFFING

Phase : DESIGN

TYPE

MAN DAYS
TO
COMPLETE

START

COMPLETE

TASK
RESPONSI-
BILITYASSIGNED
PERSONNEL

TASK DEFINITION

SA P

ESTM ACT

SCHED.

ACT.

SCHED.

ACT.

4.3 Design Reports - Continued

T/O Master list
(form & report layout sheet)

1

T/O Occup. Change List
(form & report layout sheet)

1

Occup. Master List
(form & report layout sheet)

1

Commo Pers/Pos Tabulations
(form & report layout sheet)

3

New Reports

11

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REVIEWED BY:		DATE REVIEW:												
SYSTEM: STAFFING														
PROJECT: STAFFING														
Phase : DESIGN				TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL	
TASK DEFINITION				SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.			
4.4 Design Forms Design a new multi-purpose form to serve as input to the system and also to convey staffing changes to the customers. Note: Allowance has been made for leave and unforeseen contingencies when estimating the starting and completion dates.				X		10		30 Nov 70		14 Dec 70			[REDACTED]	25X1A